

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 November 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 20 - 26 November 1956

1. Numbers in Clerical Induction Training. During the week of 20 November there were 74 people in Clerical Induction Training.

2. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 20 November were as follows:

	Tested	Qualified
Shorthand	7	1
Typewriting	14	8

3. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 20 November were as follows:

	Tested	Qualified
Shorthand	5	2
Typewriting	4	2

4. Change in English Usage Program in Clerical Induction Training. On 13 November 1956 we began a daily two-hour presentation of English usage, one hour devoted to grammar and one hour to punctuation and capitalization. This is a result of the streamlining of the former three presentations of 45 minutes each, covering grammar, punctuation and capitalization, and word usage.

Under the present lesson plans the coverage of grammar and punctuation and capitalization has been expanded; and the coverage of the dictionary and the GPO Style Manual, formerly presented in word usage, has been included as a part of these two subjects.

An added feature of the program is homework designed for each day's sessions. The students are given one hour each morning for the preparation of these assignments. The work is to be done in IAS at a time when most of the students normally are not in classes. A monitor (either an OTR instructor or someone assigned by IAS) will be in charge of the group.

25 YEAR RE-REVIEW

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25X1

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5. Typing Shortcuts Class at [ ] Building. Miss [ ], Chief, Publications Section, Reports Branch of FDD, requested Clerical Training for a special class in typing shortcuts to expedite the work of the girls in her section. Accordingly, on 26 November, [ ] 25X1 of Clerical Orientation conducted a 1½ hour class at [ ] building. There were 28 girls in the group, all of whom used IBM electric typewriters. The girls appeared to be interested in and enthusiastic for the tips presented to make their typing easier. Miss [ ] expressed appreciation and indicated that she was sure the instruction was beneficial.

25X1

OTR/CT:MAH:jdm (26 November 1956)

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